

OHC Transition Activities Schedule 6-17-08.xls

Date	Activity	Attendees	Time
FEBRUARY 2008			
2/26/08	HC Transition Team Approval and selection of team leader	Dee Maddox, David Jeffreys, Tereasa Washington	4:05pm
2/27/08	OHC Director visit to HS20; announce OHC Transition team lead	Tereasa, David, Susan G., Kesia, Rachel, Dee, Christin	2:10pm
2/28/08	Collaboration Meeting with Change Management and OHC	Dee Maddox and Cynthia House	4:00pm
2/29/08	Mentor/Mentee Meeting for SPO and OHC	Dee Maddox and Drew Smith	2:00pm
MARCH 2008			
3/4/08	Email Request to OHC Mgrs for Transition Representatives	Sent 03/04/08; Suspense 03/05/08 at 12:00pm	1:58pm
3/4/08	Prep Meeting for SPO Introduction	Susan W., Dutch, Jim A., Debbie L., Drew, Pat S., Dee	11:00am
3/4/08	OHC Introduction to SPO leadership	SPO Leadership, Jim A. Susan W., Pat S., and Dee	11:00am
3/5/08	Email Approval Request of OHC Transition Team to OHC Dir	Sent 03/05/08; Suspense 03/06/08 at 12:00pm	12:56pm
3/7/08	OHC Transition Team approval received via email	OHC Director's Office - Canssandra Pitts for TW	10:29am
3/7/08	MSFC Transition - OHC Team Announced via email	Dee Maddox to members with cc to OHC managers & OHC Dir	4:37pm
3/11/08	OHC Transition Team Kick Off Meeting	OHC Transition Team Members	9:00am
3/11/08	OHC Transition and Center-wide Change Mgmt Collaboration	Dee Maddox and Cynthia House	2:00pm
3/11/08	OHC Transition and Org & Ldrshp Dev Team Bldg Consultation	Dee Maddox and Jim Andrews	3:00pm
3/12/08	HS50 and MP01 Shuttle Hiring Priority Meeting	Dee, Carolyn, Keith, Bill, Theresa S., Stephanie, Mike V.	1:30pm
3/14/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	10am
3/17/08	OHC Transition Tm Ldr Intro to SPO Mgr, Dpty, & Trnstn Mgr	TW, DJ, MA, SC, JS, JA, CH, DM	12:45pm
3/17/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
3/19/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	10:00am
3/20/08	OHC Transition and Org & Ldrshp Dev Team Bldg Consultation	Dee Maddox and Jim Andrews	12:00pm
3/20/08	OHC Transition/Chg Mgt/OD Tag-up	Dee, Cynthia, Diane, Drew, Rose	2:00pm
3/21/08	SPO Planning Meeting with OHC Transition	Dee, Cynthia, Jody, Mike V., Keith B.	9:30am
3/24/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
3/25/08	4-D Leadership Workshop (3/25-3/27) OHC Designated	OHC Staff Members by Designation	9am
3/28/08	Shuttle Management Council Meeting / Transition Schedule	SPO Leadership, Cynthia, Dee, Theresa S.	8:30am
APRIL 2008			
3/31/08	MSFC Transition Status Review	MTWG & MSFC Stakeholders	1:00pm
4/1/08	MSFC All Hands Meeting (Robert Lightfoot) Shuttle Transition	MSFC Employees	10:00am
4/2/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
4/2/08	SPO All Hands Meeting (Steve Cash and Jody Singer)	All SPO Employees & OHC Transition Team	1:00pm
4/4/08	OHC Transition and Org & Ldrshp Dev Team Bldg Consultation	Dee Maddox and Jim Andrews	11:00am
4/4/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:00pm
4/7/08	MTWG - Cancelled	SPO Schedule Conflict	n/a
4/7/08	4-D Leadership Workshop (4/7-4/8 SPO Leadership)	SPO Managers, Asst Mgrs, Supervisors, Tm Ldrs, and Dee Maddox	8:00am
4/9/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
4/11/08	OHC Transition and Org & Ldrshp Dev Team Bldg Consultation	Dee Maddox and Jim Andrews	2:30pm
4/14/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
4/14/08	OHC Transition and Succession Management Integration	Dee Maddox and Thom Holden	10:00am
4/15/08	OHC Transition and Executive Resources Program Integration	Dee Maddox and Diedra Williams	3:00pm
4/16/08	OHC Director visit to HS20; WFP impact on Shuttle Transition	HS20 Staff and OHC Director	9:10am

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4/16/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
4/18/08	Shuttle Management Council Meeting / CMS Updates	JS,HM,SLC,KB,DM,HM,TK,DK,TH,DB,MV,JM,AW,TS,SC	8:30am
4/18/08	Agency HCM ViTS (Shuttle Transition)	DM, TW, SG	10:30am
4/21/08	Informed by HS50 Mack Blackman IFPTE Union request Trnstrn Mtg	Dee Maddox and Mack Blackman	10:00am
4/21/08	MTWG - Cancelled	SPO Schedule Conflict	n/a
4/21/08	SPO Special Meeting - Transition Office Roll out announced	SC,MA,MV,TK,JC,DK,HM,BH,JC,DM,CH,SLC,TS,KB,JM,LB, KM, f	2:30pm
4/22/08	OHC Trnstrn & C/W Chg Mgt Collaboration - CM Training Request	Dee Maddox, Cynthia House, and Rose Opengart	2:15pm
4/23/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
4/23/08	Monthly Status Review (MSR) Template and Risk Analysis	Dee Maddox, Diane Cain, Dutch Driver	11:15am
4/23/08	Union Request Trnstrn Mtg (Mike Allen)	Dee Maddox, David Jeffreys, Mike Allen, and Wes Darbro	1:30pm
4/25/08	OHC Director visit to HS20; WFP impact on Shuttle Transition	HS20 Staff and OHC Director	9:15am
4/25/08	MSFC Transition and OHC Transition - Risk Discussion Mtg	Dee Maddox, Jim Ellis and Jimmy	10:00am
4/28/08	Skip Level Lunch w/Dpty Ctr Dir (Transition: #s, skill mix, timing)	Robert Lightfoot and Invitees	11:00am
4/28/08	MSFC Transition Status Review	MTWG & MSFC Stakeholders	12:30pm
4/29/08	ARES and Shuttle Transition Coordination Meeting	Dee Maddox and Theresa Vanhooser	9:45am
4/29/08	OHC Trnstrn & C/W Chg Mgt Collaboration - CM Trng & Comm Pkg	Dee Maddox and Cynthia House	10:30am
4/29/08	SPO Transition and Human Capital Status Meeting	Dee Maddox and Jody Singer	3:30pm
4/30/08	OHC Transition Team Weekly Status Meeting -Chg Mgt Training (C	OHC Transition Team Members	9:30am
4/30/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
MAY 2008			
5/5/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
5/6/08	2008 NASA MSFC Center Director's Breakfast (present & future)	MSFC Leadership, OSAC, HCC Members, and Special Guests	7:30am
5/6/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Trng/Comm/Culture	Dee Maddox and Cynthia House	10:00am
5/6/08	Union Request Trnstrn Mtg (Steve Cash and Jody Singer)	Steve Cash, Jody Singer, Wes Darbro, Kevin Plank, David J., Dee	2:30pm
5/7/08	OHC Transition Team Weekly Status Meeting - CANCELLED	Attendance Redirected	n/a
5/7/08	SPO All Hands Meeting (Steve Cash and Jody Singer)	All SPO Employees & OHC Transition Team	10:00am
5/7/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	1:00pm
5/7/08	OHC Transition Update with OHC Dir	Dee Maddox, Tereasa Washington, and Jim Andrews	3:10pm
5/9/08	Shuttle Mapping (WFP & Shuttle Bus Office)	Dee Maddox, Susan Gentile, Bill Hicks, Kathy McMillan, David J.	1:00pm
5/12/08	MTWG - Cancelled	SPO Schedule Conflict	n/a
5/13/08	OHC Trnstrn & C/W Chg Mgt Collaboration - CM Trg & Comm	Dee Maddox and Cynthia House	9:30am
5/14/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
5/16/08	SPO PMC (4202/406)	SPO Managers, Asst Mgrs, Supervisors, Tm Ldrs, and Dee Maddo	8:30am
5/16/08	SPO Strategic Council Meeting (SCM) - Chg Mgt Training	SPO Managers, Asst Mgrs, Supervisors, Tm Ldrs, DM, and CH	10:00am
5/16/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	11:30am
5/19/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
5/20/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
5/20/08	Submitted OHC Services document for concurrence	Dee Maddox	
5/21/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
5/23/08	OHC Director visit to HS20; OHC Transition Update	HS20 Staff	10:00am
5/23/08	OHC Facilitate integration with MP & JP (SES meeting)	Steve Cash, Jody Singer, Steve Cook, Teresa Vanhooser, and TW	1:00pm
5/27/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
5/28/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
JUNE 2008			
6/2/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
6/3/08	MSFC All Hands Meeting (Robert Lightfoot) Arsenal Gate Security	MSFC Employees	9:00am
6/3/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
6/3/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
6/3/08	SPO Civil Service Employees - Short Survey Launched	All SPO Civil Service Employees - 138	2:00pm
6/4/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am

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6/4/08	MSFC "Take Our Children to Work Day"	MSFC Employees	n/a
6/6/08	OHC Transition Update with OHC Dir	Dee Maddox, Tereasa Washington, and Jim Andrews	9:10am
6/9/08	SPO All Hands Meeting (Lightfoot Transition Roadshow)	All SPO Employees & OHC Transition Team	1:00pm
6/10/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
6/11/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
6/12/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	11:30am
6/16/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
6/17/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
6/17/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
6/18/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
6/19/08	Shuttle Propulsion Office Leadership Offsite (Nashville, TN)	SPO Managers, Asst Mgrs, Supervisors, Tm Ldrs, DM, CH, and LM	4:00pm
6/20/08	Shuttle Propulsion Office Leadership Offsite (Nashville, TN)	SPO Managers, Asst Mgrs, Supervisors, Tm Ldrs, DM, CH, and LM	8:00am
6/23/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
6/23/08	Robert Lightfoot MSFC Transition Road Show	AS - Office of Center Operations (mgrs/supv/tm ldrs)	10:00am
6/24/08	OHC Trnstrn & C/W Chg Mgt Collaboration - Comm & Off site prep	Dee Maddox and Cynthia House	9:30am
6/26/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
6/30/08	MSFC Transition Status Review	MTWG & MSFC Stakeholders	1:00pm
6/30/08	OHC Shuttle Transition Project Plan submit for approval	Dee Maddox	5:00pm
JULY 2008			
7/1/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
7/1/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
7/2/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
7/4/08	HOLIDAY - Independence Day	NO WORK	n/a
7/8/08	SPO All Hands Meeting (Steve Cash and Jody Singer)	All SPO Employees & OHC Transition Team	TBD
7/7/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
7/8/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
7/9/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
7/10/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
7/14/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
7/15/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
7/15/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
7/16/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
7/16/08	Robert Lightfoot MSFC Transition Road Show	HS, LS, CS, OS - (mgrs/supv/tm ldrs)	9:30am
7/16/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
7/16/08	Robert Lightfoot MSFC Transition Road Show	RS - Ofc of Chf Financial Officer - (mgrs/supv/tm ldrs)	1:30pm
7/21/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
7/22/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
7/23/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
7/28/08	MSFC Transition Status Review	MTWG & MSFC Stakeholders	1:00pm
7/29/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
7/29/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
7/30/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
7/31/08	Submit draft of OHC Shuttle Transition Plan for Approval	Dee Maddox	5:00pm
AUGUST 2008			
8/4/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
8/5/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
8/6/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
8/8/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
8/11/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
8/12/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm

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8/15/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
8/18/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
8/19/08	OHC Trnstrn & C/W Chg Mgt Collaboration	Dee Maddox and Cynthia House	9:30am
8/20/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
8/22/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm
8/25/08	MTWG weekly meeting with Transition Manager	All SPO Stakeholders	1:00pm
8/26/08	WFP Staff Meeting (OHC Transition Update Provided)	HS20 Staff	12:00pm
8/27/08	OHC Transition Team Weekly Status Meeting	OHC Transition Team Members	9:30am
8/29/08	OHC Transition Update with OHC Dir	Dee Maddox and Tereasa Washington	1:10pm